



**Herndon
Neighborhood Celebration Month
May 2006**

Ideas for Planning a Neighborhood Event

WHO TO CONTACT **TOWN OF HERNDON**

Following are the Town of Herndon agencies to contact for assistance with some of the activities referenced in this booklet.

Neighborhood Resources — 703-435-6829
Sign up for Neighborhood Celebration Month.

Community Forester — 703-787-7380
Supplies and guidance for Gardening Day, Adopt-a-Spot and Adopt-a-Park.

Herndon Police — 703-435-6846
Community Policing Districts and officers assigned to those districts.

Public Works — 703-435-6860
Arrangements for trash to be picked up after Bag It Day.

Town Manager — 703-787-7368
Permits for sound and streets.



Herndon "Neighborhood Celebration Month"

Ideas for Planning a Neighborhood Event

Cultivate community in your neighborhood this **May** during **Neighborhood Celebration Month**.

This month-long celebration is designed to encourage neighborhoods to organize events that will promote community spirit and neighborhood beautification – from block parties to clean-ups to yard sales. It's not the size of your gathering that's important. Large or small, getting together with your neighbors is an excellent way to encourage a sense of belonging and mutual respect with the people who live near you. It can strengthen the quality of life on your street for everyone and improve communication should issues of concern arise.

Neighborhood Celebration Month is part of the Town of Herndon's Cultivating Community Initiative, an on-going program to enrich the quality of life in our neighborhoods that is developed through the input and support of resident volunteers.

The Cultivating Community Committee has provided the ideas included in this booklet to encourage your participation. These are simply suggestions, but we hope they help plant the seeds for cultivating a great event in your neighborhood or in cooperation with other neighborhoods nearby. We trust that you will find it rewarding when you help promote an event and encourage your neighborhood to participate.

In addition to opportunities for neighborhood recognition in the local media and by Town Council, press releases will be distributed by the Town about the various events. Please complete the **Participation Form [last page of this booklet]** so we can ensure your neighborhood is part of our publicity program.

As more neighborhoods participate in **Neighborhood Celebration Month**, we can foster greater awareness town wide of the important role each resident plays in maintaining the appearance and harmony of their community.

For more information about the Cultivating Community Initiative or to get involved, call the Neighborhood Resources Department at 703-435-6829.

Neighborhood Event Ideas

Note: "Resident organizers" refers to any Home Owner's Association group, or any residential or apartment volunteer organizers within a neighborhood or residential area.

Neighborhood Block Party

- Potluck food. Residents bring a covered dish (enough to feed ten).
- Resident organizers pay for hotdogs and burgers.
- Residents provide grills as needed.
- Attendees bring their own lawn chairs.
- Resident organizers solicit permit from the Town to block off street. Contact the Town Manager's office at 703-787-7368 thirty days in advance of the event for a Road Use Authorization application. Police assistance to block off the street can be requested with the application.
- Resident organizers arrange for music (boom box) or DJ. Notify the Town Manager's office at the number above for permission to have amplified sound.
- Resident organizers invite police officers assigned to that neighborhood district.
- Resident organizers plan activities for kids (ball, Frisbee, face painting, clown, etc.)

MAY IS NEIGHBORHOOD CELEBRATION MONTH

*The more neighborhoods that participate,
the more awareness we can foster of the
important role each resident plays in
maintaining the appearance and harmony
of their neighborhood.*

**PLEASE FILL OUT PARTICIPATION
FORM IN BACK OF BOOKLET**

Neighborhood Yard Sale

- Resident organizers place ads in local newspapers to advertise the yard sale.
- Resident organizers post street signs/posters in the early morning of the yard sale. (* Note: Signs are not allowed on public rights-of-way).
- Residents put out their wares on their front lawns/driveways on the morning of the yard sale and sell their goods.

Neighborhood "Bag It" Day

- Each family provides 3-5 large green trash bags.
- All participants bring their own yard gloves.
- Participants meet in the neighborhood common area or at a designated spot.
- Resident organizers create a map, showing the locations of the clean-up areas.
- Participants walk around their neighborhood streets and common areas, picking up trash.
- At the end of the clean-up, participants meet in the neighborhood common area — or in a volunteer resident's yard—and have a pizza/soda party, paid for by the resident association or by donations.
- Resident organizers may call the Department of Public Works at 703-435-6860 to arrange for the trash to be picked up.



Neighborhood Dessert

- Like a potluck, only just bring the sweet stuff...
- A neighbor can volunteer to host the event in their home or set out a table at a safe spot along the street and draw everyone in to the celebration.
- This event can be held easily on a weeknight when the days are longer.

Neighborhood “Plant and Garden” Day

- Resident organizers poll residents on what garden tasks need to be accomplished in the neighborhood.
- Residents meet in the common area (or designated spot), bringing their garden tools with them (shovels, rakes, loppers, etc).
- Residents work together to accomplish gardening tasks around the neighborhood, which may include:
 - Trimming trees and bushes.
 - Spreading mulch in tot lots and on common gardens.
 - Edging sidewalks.
 - Planting bushes, flowerbeds and trees.
 - Painting picnic tables, benches and fences.
 - Removing graffiti.
- Resident organizers provide water/drinks.
- Residents gather for a pizza party, ice cream social or bar-b-q at the conclusion of the day.
- Local business may provide support with tools. The Town’s Community Forester or local businesses may provide support or donations for plants/flowers.



Adopt-a-Spot

- Neighborhood/apartment groups, worship groups, school groups, scouting troops, service clubs, etc., may participate.
- Groups select one area (or “spot”) in or around their neighborhood to maintain. Such areas may be a street in the neighborhood, a section of the W&OD Trail, a vacant lot, a median strip, etc. Contact the Town’s Community Forester for guidance at 703-787-7380.
- Volunteers may maintain their designated spots in various ways, including raking, picking up trash, planting, and looking out for vandalism.
- Volunteers will commit to adopt their spot for a designated period of time (e.g. for 6 or 12 months) and

Adopt-a-Spot, cont.

will commit to maintaining the area at regular intervals throughout that period of time (e.g. once per month).

- The Town’s Community Forester can provide trash bags, vests and safety information.
- A sign will be provided by the Town to be displayed in the adopted area, recognizing the group (e.g. “This Spot Adopted by Boy Scout Troop #57”). Public recognition may be given to the group in the *Herndon Observer* and by Town Council.

Adopt-a-Park Day

- Various neighborhood/apartment and community groups (e.g. churches, schools, etc.) select a park in their Town Community Policing district to “adopt.” To determine the community policing district, call the Herndon Police at 703-436-6846.
- Volunteers meet at the park on a designated day and perform various clean-up and beautification tasks (e.g. weeding, trash pick up, tree trimming, mulch spreading, etc.).
- The Town’s Community Forester can provide trash bags, vests and guidance on plant and safety issues.
- Local businesses may provide water.
- At the conclusion of the work, a picnic, ice cream social or party may be organized at the park.
- Police representatives from the park’s district may be invited to participated in the clean-up and/or the party.

NEIGHBORHOOD CELEBRATION MONTH 2006

*The Herndon Town Council designates May as
Neighborhood Celebration Month to recognize the
important role each resident plays in having
strong and safe neighborhoods.*

**PLEASE FILL OUT PARTICIPATION
FORM IN BACK OF BOOKLET**

Neighborhood Progressive Dinner

- Two or more neighborhoods participate in a progressive dinner “tour.”
- Each neighborhood is designated as a location for a certain meal course, such as, “appetizer” “entrée” or “dessert.”
- Resident organizers create a map, showing the locations of where different meals are being served.
- Several food areas are set up on sidewalks or front yards.
- Provide a “passport” to all participants that can be checked off at each neighborhood visited to be eligible for a door prize.
- This activity may also be done within one neighborhood.

See *Neighborhood Block Party* on page 4 for other ideas, logistics and permits

Neighborhood Sport Day

- Resident organizers plan a day in which residents will participate in a sporting event.
- The sport selected will depend on the facilities and spaces available in any given neighborhood. For example, neighborhoods with open grassy spaces may select soccer, softball or badminton; neighborhoods with hoops may select basketball; neighborhoods with a pool may select swimming.
- Games may be organized by age group or by ability level.
- Games may be organized as a competitive tournament or as one simple “open game.”
- Games may be organized as competitions between different designated areas within a neighborhood, such as street vs. street or court vs. court, or apartment floor vs. apartment floor.
- Resident organizers may create a sign-up process for the games.
- Resident organizers may have to provide for equipment and referees, or solicit such things from volunteer residents.

Neighborhood Yard Beautification Awards

- Resident organizers develop a competition within their own neighborhood for a “Yard Beautification Award.”
- Resident organizers place information flyers or nomination forms in each resident’s door to advertise the competition.
- Resident organizers establish a set of competition criteria, such as:
 - Defined flower beds (edged)
 - Turf (green/edged)
 - Mulch (covers for non-turfed areas)
 - Color (annuals, perennials, flowering plants, leaves)
 - Pruning (cut/lopped to reasonable size)
 - Weeds (absent)
 - Variety (different types flowers/plants)
 - Balance (distributed over entire yard)
 - Hedges (neatly trimmed)
 - Attractive Yard Art
- Resident organizers establish a judging committee.
- More than one yard may be recognized.

Awards may include gift certificates, a sign displayed in the winning yard(s), and recognition in the neighborhood newsletter.

Neighborhood Homes Tour

- Resident organizers create a sign-up process.
- Residents wishing to place their homes the Homes Tour list sign up with the organizers.
- Organizers create a map of the homes on the Homes Tour.
- At the designated time, those participating in the tour report to a designated “registration area” to pick up a map of the tour.
- Those participating in the tour walk from home to home, where the individual homeowners will greet them.

As guests arrive, homeowners greet tour participants and show them the sections of their homes that they would like to display for the tour.

Neighborhood Celebration Month

Tips for Organizing an Event

The following tips may help you organize for your neighborhood event. The size of your event affects how many volunteers you need, your budget, and the type of publicity you will need. One thing is certain, large or small, it is crucial to plan well. These steps for organizing an event can help you succeed no matter what type of event you are planning.

Explore the possibilities and select an event

First, consider your expectations... Do you want to inform and educate the community on different issues? to share a fun cultural or social event? to publicize or build support for your neighborhood group or association? to bring neighbors together? Once you know what you want to accomplish you can think about what will work in your neighborhood. What activities will your neighbors support? What are the costs of the event you select?

Appoint an event chairperson

The chair's role is critical for putting on a successful event. The chairperson is the coordinator of the event and helps make sure everyone does their assigned tasks in preparation for the event.

Set up a committee to organize the event

A committee helps share the load of organizing the event. Make a list of all the projects needed to make the event a success. The committee should plan to meet regularly to discuss their progress. The size of the committee depends on the size and nature of the event.

Define committee tasks and budget

The committee should list in detail what it has to accomplish. Break the projects into pieces and assign committee members specific tasks to complete. The task list should include the person responsible, the date scheduled for completion, the estimated cost, and identification of potential financial resources.

Develop a timetable

A written timetable helps make sure you meet your deadlines along the way. Some tasks must be completed because others depend on their completion. Set up a weekly schedule. Determine the dates by counting backwards from the date of the event. Build extra time into your schedule to leave room for unanticipated delays.

Recruit volunteers

For most community events, there is usually something for everyone to do...including children! Involve as many people as possible - the more people help, the less the burden falls on any one person. When volunteers work on an event, their commitment to that event and to the organization increases. Make sure you get enough volunteers to help on the day of the event.

Find Sponsors

You may find that some local businesses will be willing to donate their products to your event. In return, you can put their company name in your flyers and on a poster at the event.

Publicize the event

Think of the ways that your neighbors learn about news and events. Use community newsletters, flyers, bulletin boards, local newspapers, or radio. Be creative!! Remember to let Neighborhood Resources know about your event.

Hold the event

It's the day of the event and now your preparation pays off. Make sure you and your volunteers enjoy the day!

Clean up and give thanks

Arrange for volunteers to clean up afterwards. Remove all trash and any signs you put up for the event. Be sure all organizers and sponsors receive thanks, both at the event and afterwards.

Adapted from City of Hampton Neighborhood Office, "How to Organize an Event"
<http://www.hampton.gov/neighborhoods/resources/howto/organizeanevent.html>



Neighborhood Celebration Month Participation Form

Please complete this form to ensure your event is part of our publicity program.
Return the form to the Town of Herndon, Neighborhood Resources Department,
P.O. Box 427, Herndon, Virginia 20172 or fax to 703-435-7815.

Neighborhood: _____

Contact Information

Name: _____

Address: _____

Telephone: (day) _____ (evening) _____

Email: _____

Description & Date of Event: _____

FOR INFORMATION CALL 703-435-6829